

IR: Part 1 Application Checklist

This checklist is not required to be submitted to the Health Policy Commission.

- ☐ Background Information File: Part 1 (Microsoft Excel)
 - ☐ All relevant fields have been completed
 - ☐ The file has been saved using the appropriate naming convention: *Background Information File_Part 1_[Provider Organization Name]*
- ☐ Corporate Organizational Chart: Part 1 (.PDF file)
 - ☐ The corporate organizational chart depicts all entities in which the Provider Organization has an ownership or controlling interest, whether clinical or non-clinical, and the Provider Organization's corporate parent(s), if applicable
 - ☐ The corporate organizational chart conforms to all of the requirements described in the Data Submission Manual: Part 1
 - ☐ The corporate organizational chart has been saved as a .PDF file
 - ☐ The corporate organizational chart has been saved using the appropriate naming convention: *Corporate Organizational Chart_Part 1_[Provider Organization Name]*
- ☐ Corporate Affiliations File: Part 1 (Microsoft Excel)
 - ☐ All relevant fields have been completed
 - ☐ The file has been saved using the appropriate naming convention: *Corporate Affiliations File_Part 1_[Provider Organization Name]*
- ☐ Contracting Affiliations File: Part 1 (Microsoft Excel)
 - ☐ All relevant fields have been completed
 - ☐ The file has been saved using the appropriate naming convention: *Contracting Affiliations File_Part 1_[Provider Organization Name]*
- ☐ Affidavit of Truthfulness (.PDF file)
 - ☐ The affidavit has been completed

- ☐ The form has been signed by two duly authorized representatives of the Provider Organization, one of whom is the CEO, COO, CFO, or equivalent
- ☐ The form has been scanned and saved as a .PDF file
- ☐ The form has been saved using the appropriate naming convention: *Affidavit of Truthfulness_Part 1_[Provider Organization Name]*